

**TOWN OF GRANBY
BOARD OF SELECTMEN
BUDGET WORKSHOP MINUTES
MARCH 07, 2013**

First Selectman Adams called the meeting to order at 6:07 p.m.

PRESENT: John Adams, Ronald Desrosiers-via tele conference, B. Scott Kuhnly, Sally King, Mark Neumann, and William F. Smith, Jr., Town Manager

Also present: Barbarajean Scibelli, Administration Finance Officer and Michael Guarco, Chairman Board of Finance

Selectman Neumann began the review of Personal and Property Protection, which includes Building Inspection; Fire Prevention; Emergency Management; Health Services; Police Department Administration; Police Operations; and Communications.

Building Inspection has an increase of 2.7% in payroll that includes two full-time employees. There was a slight decrease of .02% in Services and Supplies with an overall increase of 2.5%. Revenues show \$130,100. Recently approved is an apartment complex to be built in the vicinity of Mill Pond Lane. Also, a new subdivision located on Hartford Avenue on the East Granby line is expected to start construction in the spring.

Fire Prevention has an overall increase of 1.1% for Temp/Part-Time and Fire Marshal Services. Increasing Fire Marshal hours to a full-time position will not happen this year. As a result of the position being part-time, there are not enough hours for the Fire Marshal to do the required inspections.

There are no significant changes to Emergency Management.

Health Services is showing an overall increase of 3.1% for Contract and Maintenance Service. It was also mentioned the Farmington Valley Health District will need an additional contribution of approximately \$5,900 to help cover inspections for salons that are now required by the state. Town Manager Smith indicated this would be covered through contingency.

Police Department Administration has an increase of 4.1% for regular payroll. A 3.7% increase for Services and Supplies was noted as well as a proposed \$7,500 for the accreditation process. Police Operations and Communications shows a 6.1% increase in regular payroll that includes 14 positions. Overtime is increased 34.3%. Contract and Maintenance Service has a slight increase of 0.3%. Selectman Desrosiers questioned any impact the hiring of a Detective might have on overtime. It was noted there might be a decrease in overtime because officers wouldn't be conducting investigation follow-ups. Revenues show \$74,425. Total increase for Police Operations and Communications is 8.1%

Selectman Kuhnly began the review of Administration, Categories under this section are General Administration; Legal Services; Fringe Benefits; Town Clerk Operations; Probate Office; Contingency and Reserve; Election Services; Boards, Regional Programs, and Staff Development; Revenue Collections; Property Assessment; Finance Management; and Insurances.

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General Administration shows an increase of 2.0% for payroll. A 1.4% increase for Services and Supplies, specifically Professional Affiliations increased \$35.00 and GIS and Software increased \$200.00 for an overall increase for General Administration of 1.9%.

Legal Services had no change. It continues to be a great bargain at \$12,000/year for general items and another \$7,000/year for additional work/litigation.

Fringe Benefits shows significant changes of \$38,738 for the Health Plan with Stop Loss. Pension increased \$31,259 and State Treas./FICA increased \$13,904 for a total increase of \$83,901. Overall total increase for Fringe Benefits is 4.9%.

Town Clerk Operations has an increase of 2.6% for regular payroll and 2.5% for Temp/Part-Time. Services and Supplies shows an increase of 4.8% specifically for Election Supplies. Revenue is at \$200,000 and an overall increase of 2.3% is shown for Town Clerk Operations.

Probate Office has no activity in Granby, as they are now located in Simsbury. Under provisions of the new probate court, Granby is required to support its operating cost as a district member. That cost is proposed at \$3,000.

Contingency and Reserve shows a significant change for agreement settlement reserves for \$52,550. The overall increase is 175.5%.

Election Services has no significant changes. Temp/Part-Time is up 1.0%. Services and Supplies show an increase for Mileage/Staff Education at 4.7%. Total increase is 4.2%. There was some discussion on the upcoming Budget Referendum and cost. Administration Finance Officer, Barbarajean Scibelli indicated the total cost for each referendum would be \$3,500 - \$4,000.

Boards, Regional Programs, and Staff Development has an increase of 12.5% for Temp/Part-Time. Services and Supplies increased 9.3%, mostly from the newly developed Open Farm Day. Revenues are \$9,000: \$7,000 coming from Planning and Zoning, \$1,000 from Zoning Board of Appeals and \$1,000 from Open Farm Day. Overall increase is 4.9%.

Revenue Collections has an increase of 2.7% for regular payroll and 2.8% for Temp-Part-Time. Services and Supplies increased 5.1%, mostly for training and certification for Temp/Part-Time. Overall increase is 3.2%.

Property Assessment shows an increase for Regular Payroll at 2.7% and an overall increase of 2.1%. There were no significant changes.

Finance Management shows an increase of 1.7% for Regular Payroll. Temp/Part-Time increased 4.8%. Services and Supplies increased 4.4%, specifically for Professional Affiliations/Training. Revenues are \$25,000 from Short Term Investments. Overall increase is 2.0%.

Insurances show two significant changes. The Business Package increased \$4,427 and Workers' Compensation decreased \$5,000 giving Contract and Maintenance Service a - 0.2% decrease. Overall decrease is - 0.2%.

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Selectman Desrosiers began the review of Capital Budget and Debt Service.

The budget summary for the Capital Budget included Overlay Roads \$265,000, Capital Equipment \$313,324, Educational Related \$600,000, and Public Facilities and Re-Roofing \$150,000. Projects discussed were the parking lot at the new Pond House, as well as furniture for the building. Also discussed was the need for a water source for drinking water and showers. HVAC upgrades at the Town Hall and improvements at the Holcomb Farm site.

Deferred activity is Road Construction; Culverts, Bridges, and Drainage; Property Valuations/Acquisition and Economic Development; and Curbs, Sidewalks, and Traffic Control.

Capital Fund sources are LOCIP, Town Aid Road Fund (TAR), Communication Fund, Capital Equipment/Improvement Fund Balance, and General Fund.

The amount included in the Capital Budget for 2013-2014 is \$1,328,324. The amount requested from the General Government Budget is \$1,000,000; from Town Aid Road Fund (TAR) - \$135,000; LoCIP Fund - \$85,000; Communications Fund - \$40,000; and Capital Equipment/Improvement Fund Balance - \$68,324.

The total appropriation amount of \$1,328,324 for 2013-2014 amounts to \$728,324 for the town, and \$600,000 for the Board of Education.

The net taxable Grand List before Board of Assessment Appeals is \$954,142,310. The percentage change after revaluation is -10.58%.

The overall Debt Service for 2013-2014 is \$3,467,543 which is a 4.9% increase over last year because of the recent \$8,700,000 bond.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

William F. Smith, Jr.
Town Manager